

---

# MICROSOFT POWERPOINT

---

**SPRING 2009**  
**BASIC TRACK**



---

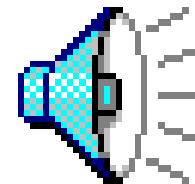
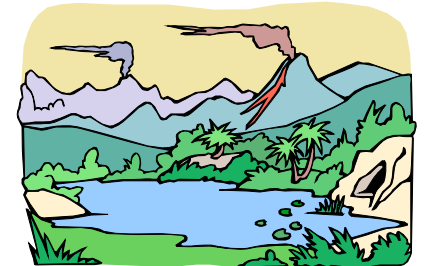
# WHAT IS POWERPOINT?

- It is a complete presentation graphics software used to produce professional looking presentations (slide shows).
- It also allows the use of a projection device attached to a personal computer to display such presentation.
- In addition, according to the printer's capabilities, overhead transparencies could also be produced.
- It uses slides.
- A slide is the work area in which you can create your main presentation, as well as:
  - Handouts
  - Outlines
  - Speakers' notes

---

# BENEFITS OF POWERPOINT

- Some of the benefits of PowerPoint are:
  - ❑ Create and edit slides easily
  - ❑ Combine information from Office programs
    - Bring data from Word, Excel, Access, and other Office programs to avoid retyping.
  - ❑ Add graphics
    - Clip art images and custom made images
    - Excel Charts
  - ❑ Print a variety of presentation materials
    - Hints and reminders to person giving a presentation
  - ❑ Add special effects (music, sounds, scene transition, etc.)



---

# STARTING POWERPOINT AND ENTERING SLIDE TEXT

1. Click the **Start** button
2. Click on **Microsoft PowerPoint** on the Programs menu. If you don't see it there, go to Microsoft Office group first.
3. When you have a new slide, you will see something like "Click to add title" or "Click to add text". Move the mouse pointer to that area.
4. Click on that area. The insertion point, a blinking vertical line, indicates where your text will appear in the title or text placeholder.
5. When you finish typing, click outside the area.

---

# CREATING A NEW SLIDE

1. Click the **New Slide** button on the Formatting toolbar.
  - The Apply Slide Layout box opens at the right side of your screen (Task pane), displaying different layout schemes to choose from.
2. Move the mouse over a slide layout and it will display the layout's name (E.g. Title and Text).
3. Click on the desired layout. For example Title, Text and Clip Art.

---

# PRACTICE #1

1. Create a **PowerPoint** folder in your floppy or zip disk.
2. Create a shortcut for **PowerPoint** in your desktop.
3. Run **PowerPoint**.
4. In **Click to add title**, type **My First Presentation**
5. In **Click to add subtitle**, type **by *your full name*** (your full name to be replaced by student's name)
6. Create a new slide using the layout **Title and Text**.
7. In the new slide, in **Click to add title**, type **ABOUT ME**
8. In **Click to add text**, type **I, <type your name>, will talk about:**
9. Press **Enter**
10. Type **Hobbies**
11. Press **Enter**
12. Type **Extracurricular Activities**
13. Press **Enter**
14. Type **Spelling and Thesaurus**

---

# PRACTICE #2

1. Create a new slide and select the **Title Only** layout.
2. Type **NJIT** – <type the term and year when you are taking this course>
3. Create a new slide and select the **Title and Text** layout.
4. Type as the title **Microsoft Word**
5. Type in the first bulleted item: **It is a word processing software developed by Microsoft.**
6. Type in the second bulleted item: **Its current version is 2003.**

---

# VIEWING THE POWERPOINT WINDOW

- When you open a presentation or create a new one you will see four main areas on the screen:

## 1. **Outline/Slides Tab**

- It is located on the left hand side of the screen. There are two tabs for selection:
  - **Outline** tab:
    - It will display your presentation text in the form of an outline, without the graphics.
    - It is easy to move text on or among slides by dragging text to reorder the information.

---

# VIEWING THE POWERPOINT WINDOW

- **Slides** tab:
  - It will display the slides of your presentation as small images, called **thumbnails**.
  - You can quickly navigate through the slides in your presentation using this tab.
  - You can also add, delete, or rearrange slides on this tab.

---

# VIEWING THE POWERPOINT WINDOW

## 2. **Slide Pane:**

- It is located at the center of the screen, next to the Outline pane.
- It contains the current slide of your presentation, where the cursor is.
- The slide will display the text, graphics and background design.

## 3. **Notes Pane:**

- It is located right below the Slide pane.
- This pane allows you to type speaker notes for your reference.
- They are used as reminders you want to make during the presentation, though they are not visible to the audience.

---

# VIEWING THE POWERPOINT WINDOW

## 4. **Task Pane:**

- contains a set of hyperlinks for commonly used commands.
  - The commands are grouped into 10 different task panes.
  - The commands include creating new presentations, opening existing ones, searching for documents, and use the Office clipboard.
  - You can also perform basic formatting tasks from the task pane such as changing the slide layout, slide design, color scheme, or slide template of a presentation.
-

---

# ENTERING NOTES

1. Go to the slide, where you want to have a reminder.
2. Click the Notes pane.
3. Type the notes that you wish to use as a reminder
4. Click outside the Notes pane area to finish.

---

# CHECK SPELLING IN THE PRESENTATION

1. Click the spelling button on the Standard toolbar or go to **Tools** on the menu bar and click **Spelling** or just press **F7**.
2. If there is a word that the speller thinks its wrong, but you want to leave it as it is, then click **Ignore**. If it is repeated several times and you want to leave it as it is, then click **Ignore All**.
3. If you want to correct a misspelled word, then click **Change** to change it once, or **Change All** for every instance of the word.
4. If by mistake you type the same word twice (are are) you can click **Delete** and it will remove the duplicate.
5. Click **OK** when it finishes.

---

# SAVING A PRESENTATION

1. Click on the Floppy disk icon or go to the **File** menu and click **Save**.
2. In the **File name** textbox, type the name that you want to give to your presentation.
3. Click on the **Save in** list arrow and select the storage device where you want to save your presentation (A: 3 ½ Floppy Drive, or C: )
4. Click on the **Save** button.

---

## PRACTICE #3

1. Go to the notes pane of your **second** slide and type the following (without quotes):
  - ❑ **In this slide, I will later put details about my hobbies and my extracurricular activities.**
2. Perform a Spelling Check.
3. Save your presentation as **FirstPresentation.ppt** (you don't have to type **.ppt**). Save it inside your **PowerPoint** folder.

---

# PRINTING A PRESENTATION

1. Make sure the printer is on and contains paper.
2. Click the **Print** button in the toolbar or select **File** on the menu bar, then click **Print**.
  - The Print dialog box opens.
  - You can specify the slide format that you want to print, as well as the number of pages to print and other print options.
3. After you set all the print options, click **OK**.

---

# PRINT OPTIONS

- There are several options that you must be aware of which must be set before printing:

1. **Print range**

- Specifies whether the entire presentation will be printed, the current slide or a range of slides.

2. **Print what**

- It has four different ways of printing your presentation:
  - ❑ ***Slides***
  - ❑ ***Handouts***
  - ❑ ***Notes Pages***
  - ❑ ***Outline View***

---

# PRINT OPTIONS

## ❑ **Slides**

- The presentation will be printed in the same number of pages as the current number of slides.

## ❑ **Handouts**

- A small version of the presentation will be printed by default in six slides per page.
- Each slide in the page will be considerably smaller.

## ❑ **Notes Pages**

- The presentation will be printed in the same number of pages as the current number of slides.
- However, the slides will be smaller, because any notes found in your presentation will be printed below the corresponding slide.

## ❑ **Outline View**

- Only the outline of your presentation will be printed.
- Only text will appear.

## 3. **Color Grayscale**

- It has three options (Pure Black and White, Grayscale, Color).
  - **Pure Black and White** can save more ink.
-

# VIEWING THE POWERPOINT WINDOW

- At the bottom left corner, there is a set of buttons collectively called View buttons.
- These buttons allow you to quickly switch between PowerPoint views. They are (from left to right):

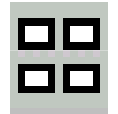
- **Normal View button:**

- Displays the standard size for the Outline, Slide and Notes panes.



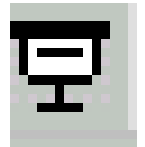
- **Slide Sorter View button:**

- It displays a smaller version of all your slides.
- If you have more slides than what you actually see on the screen, you can scroll down to see the rest.
- You see neither the Outline nor the Notes panes.



- **Slide Show button:**

- it starts your presentation.
- You will see your slides one by one, with slide transitions, special effects, video, and audio clips if you included any of them.



---

# USING DESIGN TEMPLATES

- If you want to apply a template to an existing presentation:
  1. Open the presentation to which you want to apply the template.
  2. Click the **Slide Design** option on the **Format** menu.
    - The Apply Design Template box opens at the right side of your screen with the small version of the templates.
  3. Click on the Template you wish to use for your slides.

---

# SELECTING AND REPLACING TEXT

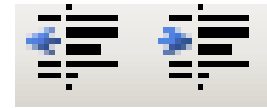
- It works like in Microsoft Word.
- For example, let's say that you want to replace the text *Corel Presentations*.
- Click and drag with your mouse over the text you want to replace.
- Type *Microsoft PowerPoint 2003*. Notice that the previous text was replaced.

# MOVING AND COPYING TEXT

1. Select a Text with the mouse (as explained in Selecting and Replacing text).
2. Click the **Cut** or **Copy** button on the toolbar (the scissors) or go to **Edit** on the menu bar and click **Cut** or **Copy** (to move or copy text, respectively).
3. Move the mouse pointer to wherever in the document you want to move the text and click the mouse button to activate the *insertion point*.
4. Click the **Paste** button on the toolbar or go to **Edit** on the menu bar and click **Paste**.



# WORKING WITH BULLETS



- ❑ There are two buttons that help you manipulate items from either numbered or bulleted lists.
  - **Decrease Indent**
    - ❑ If it is enabled, you can move an item up the hierarchy.\*
    - ❑ In other words, it increases the item's importance.
  - **Increase Indent:**
    - ❑ If it is enabled, you can move an item down the hierarchy\*\*.
    - ❑ In other words, it decreases the item's importance.
- ❑ **NOTE:**
  - If you want to move bullets among slides, then you could use the move up or move down buttons, represented as green arrows pointing up and down respectively.
  - These arrows are located on the Outline toolbar.

---

# STARTING YOUR PRESENTATION

- If you want to run your presentation from the beginning:
    1. Click the Slide 1 thumbnail on the Slides tab.
    1. Click the Slide Show button at the lower left of the PowerPoint window. This loads the Slide 1 as full screen.
    2. Click your slide. Every time that you click your slide it, it may:
      - display another bulleted item, or
      - continue with the following slide
    3. Continue clicking until your presentation ends.
-

---

# PRACTICE #4

1. Rearrange your slides in the following order:
    - i. NJIT...
    - ii. My First Presentation
    - iii. Microsoft Word
    - iv. About Me
  2. Change the template to **Mountain Top.pot**.
  3. Re-save your presentation.
  4. Change your 1<sup>st</sup> and 4<sup>th</sup> template to **Proposal.pot**
  5. In your **Microsoft Word** slide, type as the third bulleted item (without quotes):  
**Some of its general features are:**
  6. Press ENTER
  7. Type **Editing Features** and demote it.
  8. Press ENTER
  9. Type **Formatting Options**
  10. Press ENTER
  11. Type **Style Checking**
  12. Run the Presentation
-